

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

CLASS TITLE: DOCUMENT PROCESSING SPECIALIST I	
DATE CLASS ESTABLISHED: 12/01/2002	DATE OF LAST REVISION: 05/01/2010
SELECTION METHOD: 100% QUAL	SALARY: (MIN-MID) \$1,678 - \$2,098 GRADE: H

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High school graduate

EXPERIENCE: Must have one year of clerical, administrative or accounting experience.

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION: Additional education will substitute for the required experience on a year-for-year basis.

EXPERIENCE: none

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

None

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Process retirement or other government documents and learn processes involved in coordinating agency document workflow; prepares documents for imaging by identifying and grouping various form types; operates processing equipment such as scanner/imager and maintains production reports; keys document information used to index documents and verifies indexing data; keys membership forms, reviews incoming documents for accuracy and completeness and routes documents to distribute workload; and performs other duties as required.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Extracts documents from envelopes manually. Sorts, processes and keys documents by type or other information. Identifies type of processing needed for each form type. Maintains detailed production reports. Learns processes involved in electronic data exchange via encrypted e-mail, file transfer protocol and direct communication links. Routes information to proper area. Answer and transfer incoming operator calls. Provide info to members for basic questions. Mail requested forms to members as needed. Uses PC and various other pieces of office equipment.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.